



# STATE OF INDIANA

Mitchell E. Daniels, Jr., Governor

R. Scott Waddell, Commissioner

## ABANDONED MOBILE HOME TITLE APPLICATION CHECKLIST

A private property owner who finds a mobile home that the person believes to be abandoned on property that person owns or controls, including rental property, may sell or salvage the mobile home if it has been left without permission on the owner's property for at least thirty (30) days by completing the requirements as outlined in IC §9-22-1.5. Upon fulfilling statutory obligations, the owner may complete the Affidavit of Sale or Disposal – Abandoned Mobile Home State Form 50635 to assign ownership to a purchaser without a certificate of title.

When submitting paperwork, include the following:

- ☐ Completed and signed Application for Certificate of Title – State Form 44049
- ☐ Affidavit of Sale or Disposal – Abandoned Mobile Home State Form 50635
- ☐ Physical Inspection of a Vehicle or Watercraft – State Form 39530. Must be completed by a law enforcement officer.
- ☐ Mobile Home Permit – State Form 7878 completed by the County Treasurer
- ☐ Certificate of Gross Retail or Use Tax Exemption – ST108E
- ☐ Lien release, if necessary. A certified letter to the lien holder may serve as proof of lien release, if applicable.
- ☐ Proof of Indiana Residency. Examples include an Indiana driver's license or ID card, utility bill dated with past sixty (60) days, USPS change of address confirmation, W-2, etc. Visit [mybm.com](http://mybm.com) for a complete list of acceptable documents.
- ☐ \$15 title application fee. Payable by credit card (MasterCard or Visa), check, electronic check, or money order. A \$21.00 delinquent fee will be assessed on packets received 31 days after the purchase date listed on State Form 50635.

If the Bureau of Motor Vehicles determines that sufficient credible evidence exists to substantiate the applicant's claim of ownership, a title will be issued. For your convenience, the required forms are included with this checklist. The forms are also available at **myBMV.com**. Mail the completed packet to:

**Central Office Title Processing  
100 North Senate Avenue, Room N411  
Indianapolis, IN 46204**

**Note: Include this checklist on the top of your application with contact information provided below. If all required documents are not submitted or information is incomplete the entire application will be returned.**

Print Name \_\_\_\_\_

Phone Number ~~AA~~ \_\_\_\_\_ Email (optional) \_\_\_\_\_

# APPLICATION FOR CERTIFICATE OF TITLE • STATE OF INDIANA • BUREAU OF MOTOR VEHICLES

State Form 44049 (R4 / 3-02)

Approved by State Board of Accounts 2002

TO BE COMPLETED BY A POLICE OFFICER, BMV OFFICIAL OR BMV CERTIFIED DEALER SIGNED FOR OUT OF STATE TITLES. I HEREBY CERTIFY THAT I PERSONALLY EXAMINED THE FOLLOWING VEHICLE AND FIND THE IDENTIFICATION NUMBER TO BE AS FOLLOWS.										I/WE THE UNDERSIGNED SWEAR OR AFFIRM THAT THE INFORMATION ENTERED ON THIS FORM IS CORRECT. I/WE UNDERSTAND THAT MAKING A FALSE STATEMENT ON THIS FORM MAY CONSTITUTE THE CRIME OF PERJURY. FUTHERMORE, I/WE AGREE TO INDEMNIFY AND HOLD HARMLESS THE INDIANA BMV FROM ANY LIABILITY ARISING FROM THIS TRANSACTION.												
VEHICLE IDENTIFICATION NUMBER																						
YR.		MAKE				MODEL				TYPE				DATE				X _____				
INSPECTOR'S PRINTED NAME & TITLE										CITY										X _____		
INSPECTOR'S SIGNATURE										BADGE, BRANCH OR DEALER PLATE NO.				The law requires that you apply for Certificate of Title within thirty-one days from the date of purchase of a motor vehicle. There is a <b>delinquent fee</b> for failure to do so. Attach Certificate of Title assigned by seller. On endorsed Titles, liens must be released. Supporting documents surrendered with this application cannot be returned to the applicant. <b>*In accordance with Federal Code 383.</b>						DATE: _____		
1.	TITLE NUMBER					BRANCH NO.		INVOICE NO.			BMV USE ONLY											
2.	*SOC. SEC./FEDERAL I.D.NO.					APPLICANT'S NAME										BMV USE ONLY						
3.	STREET ADDRESS										CITY					STATE			ZIP CODE			
4.	VEHICLE I.D. NUMBER							VEH. YEAR		VEH. MAKE		VEH. MODEL NO.			VEH TYPE		ODOMETER					
5.	FORMER TITLE NUMBER					PURCHASE DATE			LIEN		SPEED			PICK UP		MAIL		DEALER NO.		BMV USE ONLY		
6.	FIRST LIEN'S NAME OR SPECIAL MAILING ADDRESS										STREET ADDRESS											
7.	CITY					STATE		ZIP CODE					BMV USE ONLY									
8.	SECOND LIEN'S NAME										STREET ADDRESS											
9.	CITY					STATE		ZIP CODE			LICENSE NUMBER			LICENSE YEAR		FORMS USED		BMV USE ONLY				
GROSS RETAIL & USE TAX AFFIDAVIT - I/WE HEREBY CERTIFY THAT SALES OR USE TAX ON THIS VEHICLE WAS PAID AS INDICATED BELOW.																						
10.	SELLING PRICE					LESS TRADE-IN *			AMOUNT SUBJECT TO TAX			AMOUNT OF TAX			DEALER		BRANCH		EXEMPT		IF EXEMPT PLACE PARA.#	
	\$					\$			\$			\$										

\*Your Social Security number / Federal I.D. number is being requested by this agency under IC 4-1-8-1. Disclosure is mandatory and this document cannot be processed without it.

## APPLICANT RESPONSIBLE FOR ACCURACY OF INFORMATION

APPLICATION FOR CERTIFICATE OF TITLE • STATE OF INDIANA • BUREAU OF MOTOR VEHICLES  
BUREAU - TO BE MAILED WITH TITLE REPORT

Identification Number																	Year	Make	Model	Length	Color												
<b>SELLER INFORMATION</b>																	<b>PURCHASER INFORMATION</b> <i>If the auction produces no purchaser, the property owner or donee should be listed.</i>																
Name (last, first, middle initial or company name)																	Name (last, first, middle initial or company name)																
Address (number and street)																	Address (number and street)																
City												State		ZIP Code			City												State		ZIP Code		
Length of time mobile home left on property without permission																	Purchase Date (mm/dd/yyyy)					Please check box if donation: <input type="checkbox"/>											
Expenses incurred, including expense of the sale																	Amount of Winning Bid (enter "0" if donation)					Please check box if disposing of mobile home: <input type="checkbox"/>											
<b>I certify that all requirements as outlined in IC 9-22-1.5 have been met. I understand making a false statement may constitute the crime of perjury.</b>																	<b>I swear or affirm that the total sale price above represents the true amount collected for the sale of this mobile home. I understand making a false statement may constitute the crime of perjury.</b>																
Signature																	Signature																
Printed Name												Date (mm/dd/yyyy)					Printed Name												Date (mm/dd/yyyy)				



## PHYSICAL INSPECTION OF A VEHICLE OR WATERCRAFT

State Form 39530 (R5 / 12-11)

Approved by State Board of Accounts, 2011

INDIANA BUREAU OF MOTOR VEHICLES

- INSTRUCTIONS:**
1. Approved inspector must complete information in blue or black ink or print form.
  2. The vehicle identification number (VIN) or hull identification number (HIN) must be inspected to verify the existence and condition of the number. An ownership document is not required to be submitted for inspection.
  3. Inspections may be performed by an employee of a dealer designated by the Indiana Secretary of State, a military policeman assigned to a military post in Indiana, a police officer, or a designated employee of a BMV full or partial service license branch.
  4. Police officers completing this form may not charge a fee of more than \$5.00 for vehicles. No fee may be collected for watercraft inspections. Authorized Indiana dealers and BMV full or partial service license branches may not assess a fee.
  5. Dealers may not perform watercraft inspections.

### OWNER INFORMATION

Name (last, first, middle initial or company name)

Address (number and street)

City

State

ZIP Code

### VEHICLE OR WATERCRAFT INFORMATION

Identification Number

☐ **NONE** (select if no identification number found)

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Year	Make	Model	Type	Plate Number / State	Watercraft Registration Number, if applicable
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### For assembled vehicles or watercraft include serial numbers for major component parts if present:

Engine / Motor

Transmission

Body Chassis

Front Assembly

Rear Clip

Frame

Other (specify):

### \*IDACS / NCIC Check (required if form is completed by a police officer)

Date Check Performed (mm/dd/yyyy)

Comments

**I swear or affirm that the information I have entered on this form is correct. I understand making a false statement may constitute the crime of perjury.**

Signature of Inspector

Printed Name

Title

Date (mm/dd/yyyy)

Badge / Branch / Dealer Number

Police Department / Branch / Dealership

City

ZIP Code

Telephone Number

(      )

Email Address



# MOBILE HOME PERMIT

State Form 7878 (R2 / 10-08)

Prescribed by the Department of Local Government Finance

## INSTRUCTIONS:

1. A mobile home may not be moved from one location to another unless the owner or the occupier obtains a permit to move the mobile home from the county treasurer. (I.C. 6-1.1-7-10)
2. The Bureau of Motor Vehicles may not transfer the title to a mobile home unless the owner obtains a permit to transfer the title from the county treasurer. (I.C. 6-1.1-7-10)
3. A county treasurer shall issue a permit which is required to either move, or transfer the title to a mobile home if the taxes due on the mobile home have been paid. The permit shall state the date it is issued. (I.C. 6-1.1-7-10)
4. Mobile home cannot be moved more than one month after the date of issuance of this permit. (I.C. 6-1.1-7-11)
5. Mobile home owner who sells the mobile home to another shall provide the purchaser with the permit required before the sale is consummated. (I.C. 6-1.1-7-10.4) A person who violates this commits a Class C infraction. (I.C. 6-1.1-7-14)
6. Mobile home owner must present a copy of this permit to the Bureau of Motor Vehicles when applying for title transfer. If the mobile home is to be moved, a second permit must be requested by the new owner prior to moving.

## ATTENTION: MOVER, HAULER, OR TOWER

A person who is engaged to move a mobile home may not provide that service unless the owner or occupier presents him with a permit to move the mobile home and the permit is dated not more than one (1) month before the date of the proposed move. The mover shall retain possession of the permit while the mobile home is in transit.

Type of mobile home permit:

☐ For Moving

☐ Transferring Title

## MOVING PERMIT

Moving permit for:	<input type="checkbox"/> Owner	<input type="checkbox"/> Occupier	Date of issuance of permit (month, day, year)	Void after one month
Name of owner or occupier				
Address (number and street, city, state, and ZIP code)				
Make of mobile home	Year	Dimension	Serial number	
Address of present location (city, township, county, state)				
New location (city, township, county, state)				

## TITLE TRANSFER PERMIT

Name of owner	
Address (number and street, city, state, and ZIP code)	
Make of mobile home	Year
Dimension	Serial number
Name of purchaser	
Address (number and street, city, state, and ZIP code)	
Purchaser is moving mobile home to:	New location (city, township, county, state)
<input type="checkbox"/> New location <input type="checkbox"/> Same	

## COUNTY TREASURER'S CERTIFICATION

The application to move or transfer title (as indicated above) of above described mobile home has been reviewed with the records in this office and I hereby certify that all taxes due on the mobile home have been paid, including any unpaid installment, if mobile home is being moved out outside of County or State.

Signature of County Treasurer	County	Date signed (month, day, year)
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Form  
**ST-108E**  
State Form 48841  
(R4 / 3-08)

Indiana Department of Revenue  
**Certificate of Gross Retail or Use Tax  
EXEMPTION for the Purchase of a  
Motor Vehicle or Watercraft**

<b>NAME OF DEALER</b>		Dealer's RRM # (Registered Retail Merchant Certificate Number) <div style="display: flex; justify-content: space-around; align-items: center;"><div style="border-bottom: 1px solid black; width: 100px;"></div><div style="border-bottom: 1px solid black; width: 100px;"></div></div> <div style="display: flex; justify-content: space-around; align-items: center;"><div>TID# (10 digits)</div><div>LOC# ( 3 digits)</div></div>	
Dealer's FID # (Federal Identification Number, 9 digits)		Dealer's License Number(seven digits)	
Address of Dealer	City	State	Zip Code
<b>NAME OF PURCHASER(S) (PRINT OR TYPE)</b>		SSN, TID, OR FID # (Mandatory)	
Address of Purchaser	City	State	Zip Code
<b>Vehicles Identification Information of Purchase</b>			
VIN # (Vehicle Identification Number) OR HIN # (Hull Identification Number)	Year	Make	Model/Length
<b>Calculation Of Purchase Price</b>		<b>Trade in Information</b>	
1. Total Purchase Price .....	1. <div style="border-bottom: 1px solid black; width: 100px;"></div>	VIN # (Vehicle Identification Number) OR HIN # (Hull Identification Number)	
2. Trade-Allowance (Like-kind exchanges only).....	2. <div style="border-bottom: 1px solid black; width: 100px;"></div>	Year	Model/Length
3. Net Purchase Price (Line 1 minus Line 2).....	3. <div style="border-bottom: 1px solid black; width: 100px;"></div>	Make	Model/Length
<b>CALCULATION OF PURCHASE PRICE LINES 1, 2 &amp; 3 MUST BE COMPLETED FOR ALL EXEMPTED PURCHASES</b>			
<b>NEW RESIDENT STATEMENT</b> Must Be Completed if Exemption # 8 is claimed, see reverse side. I certify that I became a resident of INDIANA on (month & year) _____.			
My previous State of Residence was _____. I hereby certify that the above statement is true and correct.			
Date _____ Signature of Owner _____			
<b>SALES/USE TAX WORKSHEET</b> To be completed if Sales and/or Use Tax was paid to a state other than Indiana, Exemption # 15. See reverse side.			
Date of Purchase _____			
1. Purchase price of property subject to sales/use tax ..... 1. \$ _____			
2. Indiana sales/use tax due: Multiply Line 1 by sales/use tax percentage (7%) ..... 2. _____			
3. Credit for sales tax previously paid to another state..... 3. _____ (Do not include flat fees, local, and/or excise taxes.) In what state was the tax paid? _____			
4. Total amount due: Subtract Line 3 from Line 2..... 4. \$ _____ (Line # 3 can not exceed Line # 2)			
<b>DIRECT RELATIVE IDENTIFICATION EXEMPTION</b> (Must Be Completed if Exemption # 11 is claimed, see reverse side).			
Name(s) on original title _____ Relationship of above parties _____			
Name(s) being added/deleted _____			
<b>PUBLIC TRANSPORTATION EXEMPTION</b> (Must be completed if exemption # 6 is claimed and you are not a school bus operator.)			
USDOT # (U.S. Department of Transportation Number) _____			
I certify that the above vehicle or watercraft is exempt from sales/use tax under exemption # _____ (see reverse side). I also certify that any sales tax credit shown as paid to an out of state dealer using exemption #15 was actually collected by the dealer and the dealer has not provided the buyer with a check to be paid to the BMV. I understand that making a false statement on this form may constitute the crime of perjury.			
Date _____ Signature of Purchaser _____			

## GENERAL INFORMATION

INDIANA CODE 6-2.5-9-6 requires that a person titling a vehicle or watercraft present certification indicating the state gross sales and use tax has been paid; otherwise, the payment of the tax must be made directly to a Bureau of Motor Vehicles license branch.

If NONE of the exemptions apply to the purchase, Form ST-108 must be completed by the dealer and the purchaser to indicate that the sales/use tax was collected by the dealer. The dealer is then required to submit the sales/use tax to the Department of Revenue.

**A purchaser's ID# (SSN-Social Security #, TID - Indiana Taxpayer Identification #, FID - Federal Identification #) is mandatory to claim an exemption. Calculation of Purchase Price lines #1, #2 and #3 must be completed for all exempted purchases. The exemption claim is not valid without providing a required ID# and Purchase Price information. Exemptions available are:**

1. Vehicles or watercraft purchased by Indiana or Federal governmental units or their instrumentalities.
2. Vehicles or watercraft purchased by nonprofit organizations operated exclusively for religious, charitable, or educational purposes and using the vehicle for the purpose for which such organization is exempt. The applicant **MUST** indicate its 13 digit Indiana TID and LOC number on the front of the form. **The nonprofit name must be on the title to claim this exemption.**
3. Issue title for the sole purpose of adding lien holder information. This exemption is not available to add, delete, or change the name on a title.
4. Trucks, not to be licensed for highway use, and to be directly used in direct production of manufacturing, mining, refining or harvesting of agricultural commodities. Ready-mix concrete trucks are exempt under this paragraph even though they are to be licensed for highway use. **Vehicles registered with farm plates are not exempt.**
5. Sales of motor vehicles or watercraft to Registered Retail Merchants acquiring the vehicles or watercraft to rent, or lease to others and whose ordinary course of business is to rent or lease vehicles or watercraft to others.
6. Vehicles or watercraft to be predominately used for hire in public transportation. (Hauling for hire.) Your USDOT number must be shown on the reverse side of this form. Predominate use is greater than 50%.
7. Vehicles or watercraft transferred from one individual to another with no consideration involved or received as outright gift or inheritance. Assumption of loan payments by the purchaser constitutes consideration and is therefore NOT exempt unless the transferred party was listed on the original security agreement. **A copy of the original security agreement must be submitted with the title paperwork.**
8. **Vehicles** previously purchased, titled and licensed in another State or Country by a bonafide resident of that State or Country, who subsequently has become an Indiana resident, are exempt from Indiana sales/use tax upon titling and registration of the vehicle in Indiana. **Watercraft** previously purchased, titled, or licensed in another state, by a bonafide resident of that state, who subsequently has become an Indiana resident, are exempt from sales/use tax upon titling or registration of the watercraft in Indiana. The **New Resident Statement** on the front of the form **MUST** be completed.
9. Vehicles or watercraft purchased to be immediately placed into inventory for resale. NonIndiana dealers must enter both their FID number and their state's Dealer License Number on this form in lieu of the Indiana TID number if they are not registered with the Indiana Department of Revenue. **Note: Motor vehicle dealers are only exempt from sales tax on new motor vehicles purchased for which they possess a manufacturer's franchise to sell that particular vehicle. If a dealer does not possess a manufacturer's franchise to sell the new vehicle purchased the dealer must pay sales tax and the resale exemption is invalid. (I.C. 6-2.5-5-8)**
10. Vehicles or watercraft, not to be licensed for use, which are eligible for a repossession title issued by the State of Indiana as a result of a bonafide credit transaction or salvage title resulting from an insurance settlement.
11. Transactions consisting of adding or deleting a spouse, child, grandparent, parent, or sibling of the owner of a motor vehicle only per 6-2.5-5-15.5. **The Direct Relative Identification Statement on the front of the form MUST be completed.**
12. Vehicles or watercraft won as a prize in a raffle or drawing which were previously titled by a qualified nonprofit organization. A valid Federal Miscellaneous Income Statement, Form 1099-MISC or an affidavit completed by the nonprofit organization must be submitted with the title paperwork in order for this exemption to be claimed. The affidavits must state the nonprofit organization name and exemption number, the winner's name, address and social security number and the fair market value of the vehicle awarded as the prize.
13. Redemption of repossessed vehicles or watercraft by the original owner.
14. Indiana Department of Revenue use only. This exemption may not be used unless authorized by the Department by calling (317) 233-4017. A complete copy of each transaction claiming this exemption must be sent to IDOR, Compliance Division.
15. Sales tax paid to a non-BMV licensed dealer. The seller may be either an Indiana seller or an out of state seller. This amount will be used as a nonrefundable credit against the amount of Indiana sales tax due.

**This agency is requesting the disclosure of your Social Security number in accordance with IC 4-1-8-1. Disclosure is mandatory; this record cannot be processed without it.**

